

CREST: Final Project Reports

When is this tip sheet needed?

When winding down a CREST award (4 of 7).

Concept

A final project report is expected for each CREST award, irrespective of whether the same group intends to pursue phase II funding. The final project report is due within 90 days of the project end date. If no other arrangements are made, the Agreement will be considered closed with 6 months of the project end date and receipts for remuneration may no longer be received.

Management Considerations

- ❑ Just as daily or weekly reports facilitate the writing of an annual report, a collection of accurate and complete final report.
- ❑ The final CREST report should not simply be a resubmission of previous annual reports. Rather, it should briefly summarize the year-to-year accomplishments of the award, relate these to the project's goals and objectives, and present some overarching conclusions.
- ❑ Other useful components of the final report are:
 - Suggestions for future directions based on your accomplishments.
 - Final lists of products (publications, curricula, presentations) and publicity derived directly from the award.
 - Final numbers and demographics of participants (administrators, faculty, students, technicians) involved in the project.
 - Awards and commendations.
 - Evaluators' reports (if completed)
 - Lessons learned, including suggestions for the processing and administration of future CREST proposals.
- ❑ Items still incomplete or pending at the time the final report is due may be submitted at a later date via FastLane or other means of delivery. If these items are expected, you should allude to them in the text of the final report.

- ❑ You may also provide late disclosures via an amended final report. However, this may not be possible once the previous final report is approved and the grant is closed. Check with your program officer for his/her preference for your particular circumstances.

Administrative Considerations

- ❑ As with annual reports, final project reports are only accepted via FastLane and the report template provide should be used to facilitate proper data capture.
- ❑ The report should be designated as a final project report and should specify the entire duration of the Cooperative Agreement.
- ❑ In some cases, the final project report may be combined with the project's final (Year 5) annual report. Check with your program officer as to his/her preference.
- ❑ You may also wish to review the criteria for annual project reports (tip sheet 2-05) at this time.
- ❑ Check with your Executive and Research directors to confirm they have reported everything of interest to you. Ask them if there is any further information from you.

Sources and Further Reading

Consultation with your NSF program officer.

The CREST program solicitation

Online at <http://www.nsf.gov/pubsys/ods/getpub.cfm?nsf04574>

The NSF *Grant Proposal Guide* (GPG)

Online at <http://www.nsf.gov/pubsys/ods/getpub.cfm?gpg>

What's Next?

Except for unusual circumstances, this should complete your reporting obligations to NSF. But you should still check with your program officer to confirm you haven't left anything out. >>> [NEXT \(Other Reporting Obligations\)](#)

[Back to CREST BPM home](#)